

*This search ended in May, 2007, with the appointment of Roberta Geidner-Antoniotti, former chief operating officer and interim executive director of Whitman-Walker Clinic.*

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## **Job Announcement**

### **International Center for Research on Women**

#### **Chief Operating Officer**

(Posted: March, 2007)

The International Center for Research on Women (ICRW) in Washington, DC, has retained Slesinger Management Services to recruit a seasoned leader and manager to serve as chief operating officer. A new position, reporting to the organization's president, the COO's primary responsibility will be to work in partnership with the president to ensure the successful implementation of ICRW's new strategic plan.

The COO will serve as the organization's number two person and will oversee virtually all senior leadership and functions of the organization. This new structure will enable the CEO to focus externally on fundraising, speaking and participating at key international conferences and meetings, and developing relationships with organizations around the world that can be strategic partners with ICRW.

Applications will be accepted until this search is completed.

### **The Organization**

The International Center for Research on Women is a nonprofit organization whose mission is to empower women, advance gender equality, and fight poverty in the developing world. To accomplish this, ICRW works with partners to conduct empirical research, build capacity, and advocate for evidence-based, practical ways to change policies and programs.

Among ICRW's priorities are to:

- Economically empower women, with emphasis on increasing their access to and control over assets, such as land and housing;
- Prevent HIV and AIDS among women and girls and mitigate the social impact of the disease by addressing the social, economic and cultural factors and the stigma and violence that increase their vulnerability;
- Ensure women's reproductive health and rights and help catalyze demographic changes that empower women and eliminate the generational cycle of poverty;
- Create better health and livelihood options for adolescent girls by identifying and diminishing the social and economic barriers that impede their ability to make informed life choices;

- Reduce malnutrition and hunger by increasing women's access to nutritional and agricultural information and technologies, thereby increasing the food supply to their families;
- Eliminate violence against women by documenting its causes, its economic and social costs to society, and developing strategies to end it.

Founded in 1976, ICRW currently has a staff of 65 and an annual budget of \$12 million. It is funded primarily by grants from foundations, corporations and individuals, as well as contracts (to conduct research, provide technical support, and undertake advocacy) from governments and nonprofit organizations involved in social and economic development, particularly in Africa and Asia.

ICRW's headquarters is in Washington, DC; it also has staff in India and Uganda. Its president is Geeta Rao Gupta, who joined ICRW in 1988 and became president in 1997.

To learn more about ICRW, please see [www.ICRW.org](http://www.ICRW.org).

### **The Position and its Principal Responsibilities**

ICRW is growing rapidly as more organizations turn to it to carry out research and provide technical support services. To manage this growth, and to make sure that the organization is able to continue to have greater impact around the world, it is creating the new position of chief operating officer (COO).

Working in close partnership with the president to help realize the vision and mission of ICRW, the chief operating officer will be responsible for:

1. Implementing the new strategic plan, which, among other things, requires the development of annual operating and financial plans, and coordination among the various departments of the organization.
2. Ensuring the successful day-to-day operation of the organization. In this capacity, virtually all senior managers will report to the COO. The existing departments that the COO will oversee include programs, which includes research and technical assistance; external relations, which includes fundraising, communications, and advocacy; and finance and administration, which includes human resources and information technology.

### **Desired Skills and Characteristics**

As the person overseeing the internal operations of ICRW, the chief operating officer should possess the following skills and characteristics:

1. Capable of leading, motivating, and supervising senior staff who have highly specialized knowledge of their areas of responsibility.
2. Demonstrated experience in project management, including the ability to create and run systems to ensure that activities and projects involving multiple departments are done on time, within budget, at a high level of quality, and lead to successful, measurable outcomes.

3. Knowledgeable about and interested in ways to take advantage of new technologies that will increase the efficiency and effectiveness of ICRW, especially as it continues to grow and employ more staff both in Washington, DC, and outside the United States.
4. Experienced in managing growth, including having an understanding of the organizational development issues that emerge when organizations grow rapidly.
5. Supportive of team-based, collaborative management that is based on open and free-flowing communication, extensive sharing of information, and inclusive decision-making.
6. An excellent communicator, in writing and orally.
7. Professionalism, maturity, confidence and presence to work effectively with a dynamic and active board of directors.
8. A trusted, complementary partner of the president, who needs to spend more of her time on externally-focused activities.
9. Committed to the mission of ICRW. Prior professional experience working on the issues that concern ICRW is clearly desirable, but is not required.

## **Experience**

The ideal chief operating officer will have at least 10 years of broad-based senior management experience, ideally at organizations that work internationally and have budgets greater than \$15 million.

## **Compensation**

Salary will be commensurate with experience and qualifications. ICRW offers a generous benefits package.

## **To Apply**

Please **e-mail** (or mail) 1) cover letter that explains why you're interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

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301-320-0680  
E-mail: [Larry@SlesingerManagement.com](mailto:Larry@SlesingerManagement.com)  
(please include "ICRW" in subject line; attached files in Microsoft Word or PDF only)

(This job announcement can also be found at [www.SlesingerManagement.com](http://www.SlesingerManagement.com).)

*ICRW is an Equal Opportunity Employer.*